

## 002 - ASSESSOR

### Operational Summary

#### Description:

To serve the citizens of Orange County by valuing all legally assessable property with uniformity and impartiality, producing property tax assessment rolls in accordance with the laws of the State of California, and helping property owners to understand their property valuations.

#### At a Glance:

Total FY 2002-2003 Projected Expend + Encumb:	27,139,705
Total Recommended FY 2003-2004 Budget:	28,351,085
Percent of County General Fund:	1.17%
Total Employees:	337.00

#### Strategic Goals:

- Identify and properly value all taxable property in Orange County.
- Make property valuation information more accessible and easier to understand.
- Enhance operational efficiency and productivity through the implementation of new technology, policies and procedures.
- Encourage employee development by providing access to relevant training opportunities.

#### Key Outcome Indicators:

Outcome Indicator	2002 Business Plan Results	2003 Business Plan Target	How are we doing?
<b>VALUE ALL TAXABLE PROPERTY IN ORANGE COUNTY.</b> <b>What:</b> Fulfills the Assessor's Constitutional mandates. <b>Why:</b> Implements the provisions of Proposition 13 and other property tax laws.	Valued 823,674 real property parcels and 163,687 business/personal property accounts.	Continue to value all taxable property in the County.	We continually respond to market dynamics, changes in property tax laws and shifts in the workload.
<b>PUBLISH THE SECURED AND UNSECURED ASSESSMENT ROLLS OF VALUE EVERY JULY.</b> <b>What:</b> Fulfills the Assessor's Constitutional mandates. <b>Why:</b> Establishes the basis for property tax assessments that fund schools and local government services.	Published the secured and unsecured assessment rolls in July 2002.	Publish the secured and unsecured assessment rolls in July 2003.	We are in the process of valuing all taxable property in the County for the FY 2003-04 assessment rolls of value.
<b>IMPLEMENT HOMEOWNER, VETERAN &amp; INSTITUTIONAL EXEMPTIONS FOR ELIGIBLE INDIVIDUALS AND ORGANIZATIONS.</b> <b>What:</b> Limits or reduces taxable value, as mandated by the State Constitution. <b>Why:</b> Qualifying individuals and organizations receive the tax-saving benefits of these exemptions.	More than 480,300 Homeowner, Veteran and Institutional exemptions were enrolled.	Implement exemptions in accordance with property tax laws.	We process claims and application forms on a continuous basis.

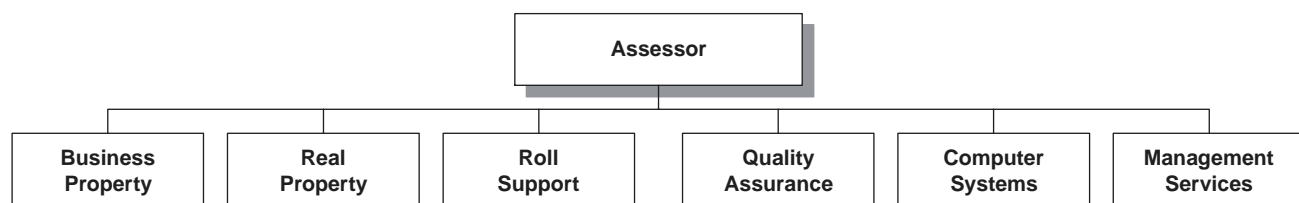
## Key Outcome Indicators: (Continued)

Outcome Indicator	2002 Business Plan Results	2003 Business Plan Target	How are we doing?
<b>APPLY TAXABLE VALUE RESTRICTIONS ADOPTED BY CALIFORNIA VOTERS.</b> <b>What:</b> Restricts taxable value based on qualifying events. <b>Why:</b> Implements Prop. 13 and other constitutional limitations on the taxable value of property.	Approximately 48,200 parcels benefited from taxable value restrictions mandated by property tax laws. Value may be restricted if property declines in value, is transferred between parent and child, or is purchased as a replacement residence by a senior citizen or disabled property owner.	Apply taxable value restrictions to eligible properties in accordance with property tax laws.	We process claims and application forms on a continuous basis, and evaluate Prop. 8 parcels annually.
<b>CONTINUE TO PRODUCE LOCAL ASSESSMENT ROLLS THAT MEET LEGAL QUALITY STANDARDS.</b> <b>What:</b> The SBE conducts periodic surveys to determine if assessment rolls meet legal quality standards. <b>Why:</b> Reduces appeals and related costs, provides uniformity statewide, builds confidence in the system.	In the most recent survey conducted by the State Board of Equalization (SBE), Orange County's local assessment rolls meet legal quality standards established by Government Code Sections 15640 and 15642. The minimum legal quality rating is 95.0%, and Orange County's rating is 98.6%.	Continue to produce assessment rolls in accordance with property tax laws.	The Orange County Assessor and staff continually monitor the status of property tax laws and state rules. Property assessment practice is modified to implement changes in the law.

## Fiscal Year FY 2002-2003 Key Project Accomplishments:

- We are the most productive of all urban California counties in terms of roll units worked per appraiser, according to the latest report from the State Board of Equalization.
- The Assessor's portion of the Assessment Tax System (ATS) database was successfully converted in Phase I of the project to upgrade the system. Phase II that would improve roll production programs and implement workflow tools has been delayed due to lack of funding.

## Organizational Summary



**BUSINESS PROPERTY** - Audits and appraises business personal property and assesses all trade fixtures, leased equipment, boats and aircraft with taxable situs in Orange County.

**REAL PROPERTY** - Appraises real property, new construction and reassessable changes in ownership, and maintains records on all real property parcels including residential, commercial, rural, industrial and special use properties.

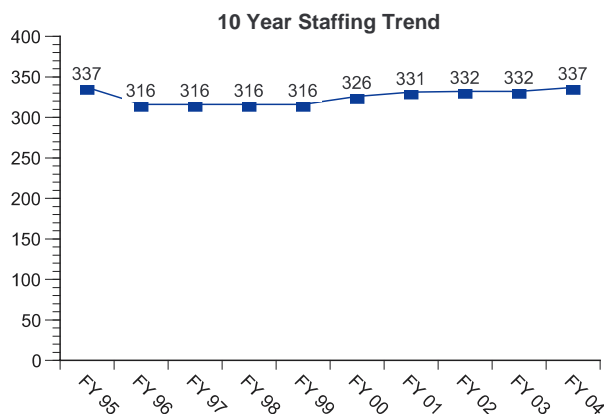
**ROLL SUPPORT** - Reviews and maintains recorded documents evidencing a change in ownership of real property, prepares Assessor parcel maps and processes Homeowner, Veteran and Institutional exemptions.

**QUALITY ASSURANCE** - Provides appraisal methodologies, procedures, training and quality control for roll production, audit and appraisal staff.

**COMPUTER SYSTEMS** - Provides programming and data processing services, system security and technical services to support the development of the assessment rolls of value.

**MANAGEMENT SERVICES** - Provides fiscal management, process integration, contract administration, procurement and personnel services, general department administration and public service support to the public and other government agencies.

### Ten Year Staffing Trend:



### Ten Year Staffing Trend Highlights:

- Twenty-one (21) positions were deleted in FY 1995-96 due to the County bankruptcy. Extra help and overtime labor has been used as appropriate to complete the work. Ten (10) positions were added back in January 1999 to accommodate the increased workload base, and annual workload increases.
- Five (5) unfunded limited-term positions were added in FY 2000-01 to manage vacancies and better accommodate recruitment timeframes. One (1) full-time regular position was added mid-year FY 2000-01.
- Five (5) extra-help positions were converted to regular in FY 2002-03 to meet Property Tax Administration Grant Program (AB 589) staffing requirements. These changes restored the Department's staffing to the FY 1993-94 level.

## Budget Summary

### Plan for Support of the County's Strategic Priorities:

The Assessor Department recognizes the County's Strategic Priorities, and will continue to operate in concert with those priorities to the extent that they do not interfere with the Department's Constitutional mandate to produce valuation rolls and provide valuation services to Orange County's property owners and businesses.

### Changes Included in the Recommended Base Budget:

The Department's costs will increase by approximately \$2.0 million due to countywide increases in negotiated salaries, retirement and health insurance rates. Yet the FY 2003-04 Net County Cost (NCC) target is about \$50,000 less than the FY 2002-03 adopted NCC budget. The Department deleted one-time items and made internal reductions totaling over \$1 million to come as close as possible to the target.

Cost allocation estimates released by the County CIO indicate that the Department's share of data processing costs for assessment roll production will increase significantly. The difference between the FY 2002-03 budgeted amount and the FY 2003-04 cost allocation estimate has been submitted as an augmentation.

Legal fees for the 2% assessment appeals case were removed from the base and submitted as an augmentation.

### Requested Budget Augmentations and Related Performance Results:

Unit/Amount	Description	Performance Plan	Ref. Num.
<b>DATA PROCESSING CHARGES</b> Amount: \$ 1,100,000	Funds increases in charge backs for data processing services used to produce assessment rolls.	Continue to operate at current level of service.	002-001

## Requested Budget Augmentations and Related Performance Results: (Continued)

Unit/Amount	Description	Performance Plan	Ref. Num.
<b>TWO PERCENT ASSESSMENT APPEALS CASE ON SECURED PROPERTY TAX Amount:\$ 500,000</b>	Funds legal work for the 2% assessment appeals case.	The case will proceed to the appellate court to obtain a uniformity ruling.	002-002

## Proposed Budget and History:

Sources and Uses	FY 2001-2002 Actual	FY 2002-2003 Budget As of 3/31/03	FY 2002-2003 Projected <sup>(1)</sup> At 6/30/03	FY 2003-2004 Recommended	Change from FY 2002-2003 Projected	
					Amount	Percent
Total Positions	-	337	337	337	0	0.00
Total Revenues	4,952,177	4,416,681	4,416,681	4,420,000	3,319	0.08
Total Requirements	25,748,897	27,341,196	27,874,067	28,351,085	477,018	1.71
Net County Cost	20,796,720	22,924,515	23,457,386	23,931,085	473,699	2.02

(1) Requirements include prior year encumbrances and expenditures. Therefore, the above totals may not match FY 2002-2003 projected requirements included in "At a Glance" (Which exclude these).

Detailed budget by expense category and by activity is presented for agency: Assessor in the Appendix on page 566.

## Budget Units Under Agency Control

No.	Agency Name	Business Property	Real Property	Roll Support	Quality Assurance	Computer Systems	Management Services	Total
002	Assessor	4,584,156	8,738,731	6,799,708	780,361	1,979,353	5,468,776	28,351,085
	Total	4,584,156	8,738,731	6,799,708	780,361	1,979,353	5,468,776	28,351,085